

Message

From: Adair, Marcia [adair.marcia@epa.gov]
Sent: 3/13/2019 12:42:37 PM
To: Smidinger, Betsy [Smidinger.Betsy@epa.gov]; Manlet, Nancy [manlet.nancy@epa.gov]
CC: Wilborn, Kendra [Wilborn.Kendra@epa.gov]
Subject: RE: Travel vs Payroll Discrepancy for FY 2019 OCTOBER (Smidinger-2)

Good morning,

The following work code has been added to your profile:

0818BF1608LTR2BDD2-TR2B_303DD2: ANACONDA SMELTER-RP/RA OVERSIGHT (OU 16)

Please make the necessary changes to your timesheet to match your travel, thank you for your immediate attention to this matter.

Marcia Adair, Accountant
Financial Management Unit (TMS-FMP)
U.S. EPA Region 8
1595 Wynkoop Street
Denver, CO 80202-1129
303 312-6372
303-312-6007 (fax)
adair.marcia@epa.gov

From: Smidinger, Betsy
Sent: Tuesday, March 12, 2019 4:13 PM
To: Manlet, Nancy <manlet.nancy@epa.gov>
Cc: Johnson, Karren <Johnson.Karren@epa.gov>; Portillos, Christine <Portillos.Christine@epa.gov>; Adair, Marcia <adair.marcia@epa.gov>; Wilborn, Kendra <Wilborn.Kendra@epa.gov>
Subject: RE: Travel vs Payroll Discrepancy for FY 2019 OCTOBER (Smidinger-2)

On this one, I do not have the code that was used for the travel in my list in PP+. If this code is added, I will revise the code in PP+ to be consistent with my travel charging.

Thanks
Betsy

From: Manlet, Nancy
Sent: Tuesday, March 12, 2019 3:29 PM
To: Smidinger, Betsy <Smidinger.Betsy@epa.gov>
Cc: Johnson, Karren <Johnson.Karren@epa.gov>; Portillos, Christine <Portillos.Christine@epa.gov>; Adair, Marcia <adair.marcia@epa.gov>; Wilborn, Kendra <Wilborn.Kendra@epa.gov>
Subject: Travel vs Payroll Discrepancy for FY 2019 OCTOBER (Smidinger-2)
Importance: High

Betsy,

The Region VIII Cost Recovery Program is implementing a monthly notification of payroll/ travel discrepancies. A discrepancy is identified when travel site project codes do not match payroll site project codes (OR) the site travel is indicated with no corresponding payroll site charges.

The following discrepancy was found: **We have attached travel and payroll information for your convenience.**

TRAVELER: SMIDINGER, BETSY B.
DCN: 1908L9I004

TA
#: TAA06KBT

BEGIN DATE: 10/28/2018
END DATE: 10/30/2018
EXPENDED: \$987.01
(Destination: MISSOULA, MT)

TRAVEL ACCOUNTING INFORMATION:

BBFY	Appr	Org Code	PRC	Site Project	Expended	Percent
2018	T	08LTO19	000DD2	0818BF16	\$987.01	100%

PAYROLL ACCOUNTING INFORMATION:

BBF	Appr	Org	PRC	Site Project	Work Code	FY-PP / Ending Date
2018	T	08L	DD2	A804CO00	A804CO0008LTDD2	201824 (Ending 11/10/2018)

The employee needs to determine whether the Travel Accounting information or the Payroll Accounting Information is correct.

If the correction is needed in the Payroll Accounting Information, please adjust your PeoplePlus timesheet accordingly and notify your manager that you have re-attested and submitted a correction and is awaiting his/her approval. If you need assistance with your account code favorites, please contact **Marcia Adair at 312-6372**.

If the correction is needed in the Travel Accounting Information, please contact **Kendra Wilborn at 312-6797**.

Please make the appropriate corrections no later than **Monday, March 25, 2019**, and notify me when corrective action has been completed.

Thanks in advance for your immediate attention to this matter and please don't hesitate to contact me if you have any questions or need additional assistance.

Thank you,

Nancy Manlet
U.S. EPA, Rs, TMS
Budget and Financial Operations Unit (BFOU)
1595 Wynkoop Street
Denver, CO 80202
(303)312-6167
(303)312-6007 (FAX)
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